



MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

March 8, 2005 7:00 PM

Clark County Health Department
Environmental Public Health Conference Room
1950 Ft. Vancouver Way
Vancouver, Washington

1.0– OPENING OF MEETING

1.1 Call to order

President Mark Rees called the meeting to order at 7:05 p.m.

1.2 Roll call

Members present: Michael Ciraulo, Linda Dietzman, Mark Rees, Randall King, and Russell Marshall. Also present were Dick Engstrom, Acting Administrator, Cheryl Coast, Administrative Assistant, and John Wiesman, Health Department Director.

1.3 Review/approval of January 11, 2005 meeting minutes

Following a short review, Michael Ciraulo moved to approve the minutes as written. Randall King seconded the motion, which carried by unanimous vote.

1.4 Review/approval of agenda

An addition to the agenda was made to include a discussion of the contribution of retired Board member Dean Lindgren. A motion was made and seconded to approve the agenda as revised; passed unanimously.

2.0 – RECOGNITION OF VISITORS

2.1 Introductions

Dick Engstrom, acting Administrator, introduced himself to the Board.

2.2 Citizen Comments

There were no citizen visitors at the meeting.

3.0 – CONTINUING BUSINESS

3.1 Election of 2005 Officers

A slate of candidates was nominated to hold Board offices for 2005:

<u>Office</u>	<u>Name</u>	<u>Nominated by</u>	<u>Seconded by</u>
President	Mark Rees	Randall King	Michael Ciraulo
Vice President	Michael Ciraulo	Linda Dietzman	Mark Rees
Secretary-Treasurer	Linda Dietzman	Michael Ciraulo	Randall King

All candidates on the slate were elected unanimously.

3.2 CCMCD Insurance Coverage

3.2.1 The District now has liability coverage through Washington Governmental Entity Pool; the policy became effective February 3, 2005.

- a. Copies of the memorandum of agreement for coverage and binder are included in Board members' handbooks distributed at the meeting.
- b. A review of the policy will be included on the April Board meeting agenda, once members have had opportunity to review the terms of the policy.

3.3 Open Board Positions

3.3.1 The question was raised whether a letter would be sent to the City of Washougal requesting a replacement for retired Board member Dean Lindgren.

- a. Dean has notified the city of his resignation, and Washougal is already engaged in the process of finding a replacement representative.
- b. A co-signed letter from Board President Mark Rees and Health Department Director John Wiesman will be sent to the Vancouver City Manager's office and the Clerk of the Town of Yacolt requesting appointment of Board representation from their jurisdictions to fill open positions.
- c. The question was asked whether an announcement needs to be placed in the newspaper. It was determined that this is the responsibility of the jurisdiction.
- d. Follow up will be made after the request letters have been sent.

3.3.2 WSU student internship was suggested as a means to increase Board participation.

3.4 Final Year End Reports

Copies of the final 2004 Adult Mosquito Surveillance Report and 2004 Annual Report were included in the Board handbook distributed at the meeting.

3.5 Mileage Reimbursement

- 3.5.1 Claim forms for reimbursement of mileage for Board related business were distributed to those present; additional copies of the form can be obtained from the District administrative assistant in the Health Department Safe Food/Water/Air unit.
- 3.5.2 Linda Dietzman moved, and Michael Ciraulo seconded the motion to make the claim for mileage reimbursement retroactive for 2004. Motion passed.
 - a. The federal rate of reimbursement for 2004 was .375.
 - b. The rate for 2005 has increased to .405.

3.6 Transition of Administrative Support

- 3.6.1 The Board was informed that Dick Engstrom has been appointed by the Health Department to administer the District; and that administrative assistant Joanne Roberts will be moving into the Safe Food/Water/Air unit and will be partially supporting the mosquito control district.
- 3.6.2 Mark Rees called for a motion to transfer signature authorization from Lou Dooley to Dick Engstrom. Discussion ensued regarding the need to revise Resolution #01-2003 dated September 9, 2003.
- 3.6.3 *Decision: group consensus was to revise the resolution document and bring it to the April 12 meeting for approval and signature.* John Wiesman asked if the "Administration of Environmental Health language could simply be dropped from the resolution. All agreed.
- 3.6.4 The matter was tabled for consideration again on April 12.

4.0 - NEW BUSINESS

4.1 Letter to Field Staff Regarding Administrative Changes

A letter will be prepared and mailed this week.

- 4.1.1 The letter should be prepared as from the Board to the crew, and copied to the Board.
- 4.1.2 The District organizational chart will be attached, and copies of the letter and attachment will be sent to Board members.

4.2 Future Board Retreat

Dick shared that he has discussed with some Board members the value of a Board retreat for development of a strategic plan for the organization and to orient the new Board members and administrator.

- 4.2.1 Short discussion was held about the length of the retreat. Agreed: should be no more than a half day.

- 4.2.2** Suggestion was made and Board consensus ensued to make the retreat a night meeting preceded by an early dinner. A date will not be set until the open positions have been filled and new members come onto the Board.

4.3 Draft Work Plan

Dick Engstrom distributed copies of the plan and reviewed proposed activities and dates projected for completion. Discussion comments:

- 4.3.1** Rob Barrentine should attend the April meeting to update progress of the building project.
- 4.3.2** Crew recertification training for pesticide application and CPR administration. Suggestion made to put an information piece about this into the new Board members' packets/notebooks.
- 4.3.3** Need to develop a plan for distribution of West Nile virus informational material, linked from the county, cities and organizations within the cities.
- 4.3.4** Does the need exist for public service announcements about mosquito prevention?
Decision: Bring a media plan back to the April meeting. A media meeting about West Nile virus will be held March 18 in Portland.
- a.** Education on safety of biological agents used in mosquito treatment should be included in media plan.
 - b.** A set of talking points/fact sheet should be prepared for the Board and administration to use, with a list of tough questions and answers that can be used to address citizen concerns.
- 4.3.5** Board members may attend the national AMCA conference in Vancouver BC April 3-6. Registration materials were distributed to interested members.
- 4.3.6** The District will meet with USFW to work out the details of the annual Ridgefield Wildlife Refuge Special Use Permit.
- a.** Initial contact will be made by March 10 to set a meeting as soon as possible.
 - b.** Dick will report a summary of the meeting.
 - c.** Some Board members may attend if the meeting is scheduled at a time they are available (the desire is that the meeting be scheduled before the next Board meeting on April 12).
- 4.3.7** Presentations should be made this year to Homeowners Associations, particularly for new neighborhoods, to explain the purposes and activities of the mosquito control district. A spokesperson should be designated through the media plan.
- 4.3.8** Administration plans to revisit the audit recommendations and report to the Board on recommended actions by April 1.
- 4.3.9** A review of building plans and project timelines will be done by March 21, and a report presented by Rob Barrentine on April 12.
- 4.3.10** Issues to be addressed in strategic planning and planning retreat were discussed.

4.3.11 New uses were mentioned for new development retention/treatment ponds that improve aesthetics and circulate water.

4.4 Dean Lindgren

Mark Rees shared information about Dean Lindgren, who served his country in the military service and the mosquito district as a Board member for many years (20+).

4.4.1 Recognition of service is appropriate; ideas were solicited for an appropriate honorific.

4.4.2 Parks Foundation has a program to install park benches in honor and recognition of individuals; or an engraved heritage brick can be purchased.

4.4.3 Linda Dietzman will take the lead in researching possibilities through the Parks Foundation and the Camas-Washougal Parker's Landing project, and will report her findings to the Board at the next meeting.

5.0 – FINANCIAL REVIEW

5.1 Review of expenditures and financial summary reports

The Board made a short review of the warrants paid in the 4th quarter of 2004 and to date in 2005.

5.2 John Wiesman asked if the Board accepts the county's term to lease the land under the new building at \$1 per year for a ten-year period. Randy King moved, and Linda Dietzman seconded the motion, to accept the terms. The motion carried unanimously.

5.3 Dick shared a letter sent to Cheryl from Cary Armstrong of Public Works, requesting time at the April meeting to present information about the least harmful, cost effective pesticide treatments. All agreed to add Armstrong's presentation to the April agenda.

6.0 – NEXT MEETING PLANNING/ADJOURNMENT

6.1 Meeting date and time: Tuesday April 12, 2005 - 7:00 PM

The Board reviewed the proposed agenda:

6.1.1 A request was made to include copies of the public information packets sent to citizens making service requests in the next advance Board meeting packet.

6.1.2 Proposed agenda for April 12:

- WGEP liability insurance policy review
- New building update by Rob Barrentine
- Expenditure reporting
- Presentation on pesticides by Carey Armstrong, Public Works
- Review revised resolution 01-2003
- Report on service recognition honorarium for Dean Lindgren

6.2 Adjournment

The above business being concluded, Michael Ciraulo moved, and Russell Marshall seconded the motion to adjourn at 8:22 PM.

Respectfully submitted,

Cheryl Coast, Recorder

Dick Engstrom, Interim Administrator

Linda Dietzman, Secretary-Treasurer